

REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current position. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form. Supervisors must complete this form for each category of position in their organization and for individual employees as training requirements arise. Only the specific training necessary to perform the work should be documented on this form and maintained by the supervisor. See LMS-CP-4309 for the process description.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required.

ORGANIZATION					
OFFICE OF THE CHIEF FINANCIAL OFFICER					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
LMS Policy Manual	OJT	Within 1 month	30 minutes	As updated	
LMS Organizational Unit Plan - OCFO	OJT	Within 1 month	1 hour	As updated	
Applicable LMS Center Procedures	OJT	Within 1 month	1 hour	As updated	
LMS Organizational Procedures - OCFO	OJT	Within 1 month	1 hour	As updated	
Microsoft Office (Word, PowerPoint & Excel)	OJT & Classroom	Depending on class schedule	8-24 hours	N/A	
Meeting Maker Calendar Software	OJT	Within 1 week	30 minutes	N/A	
Eudora Training	OJT	Within 2 weeks	30 minutes – 1 hour	N/A	
CHIEF FINANCIAL OFFICER					
NASA Strategic Plan	OJT	Within 3 months	2 hours	N/A	
LaRC Implementation Plan	OJT	Within 3 months	2 hours	N/A	
Time and Attendance Distribution System (TADS)--Certification	OJT	Within 1 month	30 minutes	N/A	
Electronic Purchase Request System (EPRS)--Certification	OJT	Within 1 month	30 minutes	N/A	
Bankcard Reconciliation System	OJT	Depending on class schedule	2 hours	N/A	

MANAGEMENT CONTROL OFFICER					
Read NPD 1200.1A, "Internal Management Controls and Audit Liaison and Follow-up"	OJT	Within 1 week	1 hour	As updated	
Read NPD 9800.1, "NASA Office of Inspector General Programs"	OJT	Within 1 week	30 minutes	As updated	
NASA Corrective Action Tracking System (CATS)	OJT	Within 1 week	2 hours	As updated	
ADMINISTRATIVE OFFICER					
Human Resources Management Overview	Classroom	First year (when avail.)	20 hours	N/A	
SUPERVISORY ACCOUNTANTS					
Supervisory Training	Classroom	Within 2 years	80 hours	N/A	
NASA Strategic Plan	OJT	Within 3 months	2 hours	N/A	
LaRC Implementation Plan	OJT	Within 3 months	2 hours	N/A	
Time and Attendance Distribution System (TADS)	OJT	Within 1 month	30 minutes	N/A	
Financial Management Manual (FMM)	OJT	Within 1 month	40 hours	As updated	
Financial Management System (FMS)	OJT	Within 1 month	80 hours	N/A	
Statements of Federal Financial Accounting Standards (SFFAS)	OJT & Classroom	Within 6 months	80 hours	N/A	
Appropriation Law	Classroom	Within 3 months	32 hours	N/A	
ACCOUNTANTS					
Financial Management Manual (FMM)	OJT	Within 1 month	40 hours	As updated	
Financial Management System (FMS)	OJT	Within 1 month	80 hours	N/A	
Appropriation Law	Classroom	Within 3 months	32 hours	N/A	
ACCOUNTING TECHNICIANS					
Financial Management Manual (FMM)	OJT	Within 1 month	24 hours	As updated	
Financial Management System (FMS)	OJT	within 1 month	40 hours	N/A	
Appropriation Law	Classroom	Within 3 months	32 hours	N/A	

VOUCHER EXAMINERS					
Financial Management Manual (FMM)	OJT	Within 1 month	16 hours	As updated	
Financial Management System (FMS)	OJT	Within 1 month	40 hours	N/A	
LaRC Trip	OJT	Within 1 month	40 hours	N/A	
Electronic Certification System (ECS)	OJT	Within 1 month	8 hours	N/A	
Appropriation Law	Classroom	Within 3 months	32 hours	N/A	
Invoice Payment System	OJT	Within 1 month	40 hours	N/A	
Prompt Payment Act	Classroom	Within 3 months	16 hours	As updated	
PAYROLL CLERKS					
NASA Personnel/Payroll System (NPPS)	OJT	Within 1 month	16 hours	N/A	
Attendance and Leave (LAPD 3630.3)	OJT	Within 1 month	16 hours	As updated	
Time and Attendance Distribution System (TADS)	OJT	Within 1 month	16 hours	N/A	
Title 5 and Fair Labor Standards Act	Classroom	Within 3 months	40 hours	As updated	
RESOURCES MANAGEMENT SUPERVISORS					
Supervisory Training	Classroom	Within 2 years	80 hours	N/A	
NASA Strategic Plan	OJT	Within 3 months	2 hours	N/A	
LaRC Implementation Plan	OJT	Within 3 months	2 hours	N/A	
Time and Attendance Distribution System (TADS)	OJT	Within 2 months	1 hour	N/A	
Electronic Purchase Request System (EPRS)	OJT	Within 2 months	2 hours	N/A	
General Budget Concepts and Principals	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	
Budget Preparation and Execution	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	
Program Management and Control	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	
NPG 7120.5A	Classroom or Agency CD Overview	Within 6 months or depending on class schedule	8-16 hours	N/A	

Appropriation Law	Classroom	Within 6 months or depending on class schedule	32 hours	N/A	
Federal Budget Process	OJT/Classroom	Within 6 months or depending on class schedule	8-40 hours	N/A	
Resources Management Automated Systems	OJT	Within 2 months	2 hours	As updates/new systems are introduced	
PROGRAM ANALYSTS					
General Budget Concepts and Principals	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	
Budget Preparation and Execution	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	
Program Management and Control	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	
NPG 7120.5A	Classroom or Agency CD Overview	Within 6 months or depending on class schedule	8-16 hours	N/A	
Appropriation Law	Classroom	Within 6 months or depending on class schedule	32 hours	N/A	
Federal Budget Process	OJT/Classroom	Within 6 months or depending on class schedule	8-40 hours	N/A	
Resources Management Automated Systems	OJT	Within 2 months	4-8 hours	As updates/new systems are introduced	
Electronic Purchase Request System (EPRS)	OJT	Within 2 months	2 hours	N/A	
SECRETARY					
Office Correspondence Procedures (LAPG 1450.1)	OJT	Within 1 month	30 minutes	As updated	
Time and Attendance Distribution System (TADS)	OJT	Within 2 weeks	30 minutes	N/A	
Bankcard System	OJT	Within 1 month	30 minutes	N/A	
Electronic Purchase Request System (EPRS)	OJT	Within 1 month	30 minutes	N/A	

LaRC Correspondence Log	OJT	Within 1 week	30 minutes	N/A	
NASA Records Retention Schedule (NPG 1441.1C)	OJT	Within 2 months	1 hour	As updated	
Electronic Certification System (ECS) (for Financial Management secretary only)	OJT	Within 2 weeks	8 hours	N/A	
OTHER ASSIGNMENTS					
PURCHASE CARD HOLDERS					
Review Center Procedures: LMS-CP-4540 and LMS-CP-4545	OJT	Within 1 week	30 minutes	N/A	
TRAINING COORDINATOR					
Review Center Procedures: LMS-CP-4309; LMS-CP-4313, LMS-CP-4312; and LMS-CP-4316	OJT	Within 1 week	45 minutes	N/A	
PROPERTY CUSTODIAN					
Property Custodianship Training	Classroom	Next available class	2 hours	N/A	
FACILITY SAFETY HEAD					
Review the following LAPG's: LAPG 1740.3; LAPG 1740.2; and LAPG 8800.1	OJT	Within 1 month	2 hours	N/A	
Annual Training Session	Classroom	As scheduled	2 hours	Annually	
PURCHASE CARD APPROVERS					
Bankcard Reconciliation System	OJT	Within 1 month	30 minutes	N/A	
PURCHASE REQUEST APPROVERS					
Electronic Purchase Request System (EPRS)	OJT	Within 1 month	30 minutes	N/A	
AGENCY PROGRAM COORDINATOR FOR TRAVEL CARD					
EAGLES	OJT	Within 1 month	8 hours	N/A	